

Rates and Venues

To assist you with reserving University rooms and venues, here are some useful questions and tips.

Is the event organised by the University, or is it in collaboration with an external party?

This is crucial for determining the applicable rate.

If the event is in collaboration with an **external party** or is entirely organised by someone outside the university, a request must be made, and a fee is applied.

If the **University** fully organises the event on a working day and during business hours, no payment is due.

How many people will attend?

Rates vary depending on the chosen venue, the time, and the duration of the event.

Once the main venue has been chosen, it is essential to consider whether extra spaces are required for catering, parallel sessions, or additional meetings.

Again, rates will vary depending on the duration, the opening hours of the venues, and the number of locations in use.

Services not included in the booking fee (such as technical support, security services, cleaning during the event, etc.) **must be considered separately.**

Keeping these basic points in mind will help you reserve our spaces easily and quickly.



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For further information,
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